

Research Training Committee



THE UNIVERSITY OF
MELBOURNE

Terms of Reference
School of Biomedical Sciences
Department of Anatomy and Physiology

Committee Name

The Research Training Committee for the Department of Anatomy and Physiology.

1. Type

- 1.1. The Research Training Committee is an Advisory Committee of the Department of Anatomy and Physiology Executive (hereby known as the Department)
- 1.2. Working groups may be formed to undertake specific tasks under the Research Training Committee's terms of reference and ad hoc items which may periodically arise.

2. Purpose

- 2.1. To provide information and advice to the Department and School of Biomedical Sciences on policy matters relating to research training;
- 2.2. Discuss, review and develop department policy and procedure in relation to research training.

3. Values of the Research Training Committee

Consistent with the University and Faculty of Medicine, Dentistry and Health Sciences (MDHS) strategic imperatives in the pursuit of excellence, the Anatomy and Physiology Research Training Committee's values are:

- 3.1. Integrity and Accountability - maintaining the highest international standards of ethics and quality in research;
- 3.2. Compassion and Collaboration - sustaining a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- 3.3. Respect - maintaining a safe, collegial and rewarding learning and working environment.

4. Scope

- 4.1 The remit of the Research Training Committee applies to all research training programs within the Department;
- 4.1 The Research Training Committee will coordinate activities with other Department Committees (e.g. Research Committee) in the development and management of education strategies, initiatives and innovation that promote the research education interests of the Department, and that foster the conduct of education and research education that is of the highest quality.

5. Authority

The Research Training Committee (via the Chair) will make recommendations to the Department Executive, other University Departments and Faculty Services.

6. Membership

- Director of Research Training (Chair)
- PhD Coordinator
- PhD Deputy Coordinator
- Masters Coordinator

Terms of Reference: Research Training Committee V1 April 2021 (Department of Anatomy and Physiology)

Author: Strategy and Operations Manager, Department of Anatomy and Physiology

Accepted: Department of Anatomy and Physiology Executive 21 April 2021

To be reviewed: April 2022

- Masters Deputy Coordinator
- Honours Coordinator
- Honours Coordinator
- Senior Academic Advisor
- Honours Representative
- Student Society Representative

7. Meeting arrangements

- 7.1. The Research Training Committee will meet bi-monthly intervals (or more frequently as determined by the Chair);
- 7.2. A quorum will deem to be 50% of members of the Research Training Committee (including Chair);
- 7.3. Agendas and minutes of previous meeting will be prepared by the Department Administrator, and distributed by email to members prior to the meeting;
- 7.4. Communications between meetings will be by email;

8. Reporting

- 8.1. The Research Training Committee (via the Chair) will report to the Executive on a quarterly basis.
- 8.2. All working groups shall operate under the strategic direction of the Research Training Committee to which they shall report bi-annually or more frequently as the Research Training Committee requires and to which they can make recommendations.

9. Resources and budget

Meeting rooms will be booked by the Department Administrator, and all expenditure planned from the Research Training Committee will be approved by the Department Executive.

10. Program of Work

Specific portfolios and responsibilities are identified as follows:

- Responsible for monitoring and developing strategies in relation to improving the quality of research training and supervision;
- Provide advice to the Executive and School on the provision of support services for graduate research candidates, scholarships and grants schemes for research training;
- To review and consider proposals for course changes to research degrees;
- Monitoring the requirements for higher degrees by research (HDR) admission, supervision, academic progress and assessment;
- Providing advice to the School regarding policy and procedures to ensure academic quality of research and research training;
- Liaise with Research Committee on matters of mutual interest in relation to Higher Research Degree (HRD); Master of Science (MSc) and Honours students;
- Develop strategies for increasing impact of research-related outcomes – University, national and international.

11. Review

The Terms of Reference will be reviewed annually by the Research Committee, and upon finalisation, will be reported to the Department Executive by the Chair.